



## ADMINISTRATIVE SPECIALIST I

### NATURE OF WORK

This is general clerical work performing routine administrative support duties. Work involves standard clerical duties of a procedural nature including filing, sorting, arithmetical computations, maintaining records, providing information to the public in person and on the telephone, processing documents, distributing mail, and operating standard business and computer equipment and software programs. Work is performed under the general supervision of an immediate supervisor, and includes following set sequences of guidelines.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Greets customers and answers informational inquiries and questions; provides information regarding activities and location of departments, offices, and employees within the organization; answers, screens and forwards telephone calls; records and relays messages and makes appointments as necessary.
- Prepares, sorts, files and retrieves correspondence, records activity logs and other materials; purges files in accordance with established procedures, schedules or legal requirements; copies and distributes files, records, reports, documents, audio and/or visual material, as assigned.
- Receives, opens, sorts and distributes mail, parcels and other materials; collects, seals, and stamps outgoing mail; and arranges for courier service pick up.
- Performs data entry; tabulates and analyzes records; prepares, proofs, and edits reports and charts; and performs simple math calculations.
- Prepares purchase orders and places orders for routine supplies; maintains inventory and distributes supplies; and reconciles invoices against purchase orders.
- Operates various computerized record keeping and documents processing systems to input and retrieve data in support of program operations.
- Maintains office supplies, forms and materials; maintains equipment service contracts and schedules routine maintenance; assists in the coordination of equipment, systems, and software upgrades and replacements, as assigned.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office environment. Work is essentially sedentary with occasional walking, standing, bending, safely carrying items less than 25 pounds such as books, papers, small parcels, etc., and some positions may require periods of extended computer use.



### MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of basic English.
- Knowledge of basic web and electronic media.
- Ability to communicate effectively with Senate staff and outside organizations, providing exemplary customer service in a polite and efficient manner, both orally and in writing.
- Ability to maintain and use alphabetical and numerical filing systems.
- Ability to use basic office and business equipment including personal computers and selected word processing, spreadsheet and database software.
- Ability to understand and implement departmental rules, regulations, procedures and instructions, both oral and written.
- Ability to perform basic mathematical calculations.
- Ability to handle sensitive and confidential information.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

## **VETERANS EMPLOYMENT OPPORTUNITY ACT**

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.